

7 FEB 1978

MEMORANDUM FOR:

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FROM:

Chief, Printing and Photography Division, OL

SUBJECT:

DDO/P&PD Meeting on Micrographics Consolidation,
25 January 1978

ATTENDEES:

Comptroller
DDO/ISS

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William F. Donnelly, DDO/ISS
DDO/ISS

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DDA/ISAS

DDA/OL/P&PD

DDA/OL/P&PD

1. Areas discussed in the subject meeting were those addressed in the DDO rebuttal to the ISAS/P&PD proposed consolidation. These areas concerned compartmentation, career development, customer orientation, maintenance, and job priorities.

2. Mr. Donnelly spoke on the DDO position with respect to consolidation. He felt that the compartmentation requirements within the DDO could not be accommodated in the DDA operated micrographics facility. However, compartmentation could be taken care of in a consolidated facility by limiting the number of people that would have access to the records. This same approach was used when P&PD processed the Walnut film for the DDO. If necessary, there could also be a limited access area built for the DDO records in the headquarters micrographics facility. P&PD does a limited amount of DDO work already. The work includes filming of handbooks, instructions, notices, field and headquarters regulations; duplication of subject project cards, and Computer Output Microfilm from some CI Staff files.

3. Mr. Donnelly also compared micrographics consolidation with previous computer consolidation. This comparison has been made before. Because of the vast differences in complexity between data processing and micrographics, it is an inappropriate comparison.

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4. [] commented that taking micrographics out of the DDO would interrupt the present career path that has been established in the DDO records management field. The DDO/ISS records management career path ties together micrographics, records management, and data processing. A consolidated facility would have individuals work their way through a micrographics, photography, and printing career path, with an emphasis on records management, an equally attractive path.

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5. [] also addressed the area of customer orientation and maintenance in the DDO. In the area of customer orientation, ISAS with P&PD and others participating, gives quarterly seminars on micrographics, and trains users in the use of viewers and support equipment. Viewers are designed for user maintenance and the merits of paying a full time individual for cleaning lenses and glasses on viewers has yet to be proved. There are over 400 applications with over 1000 viewers in the other three Directorates. The users in these Directorates use the viewers without a maintenance man performing periodic preventative maintenance.

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6. [] provided the group with a detailed paper on DDO positions, floor space and equipment. His statistics vary somewhat from the original survey, and will have to be evaluated by ISAS and P&PD before a determination can be made on the impact that they will have on the consolidation paper.

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7. One point that all those involved in the consolidation should keep in mind, is that the consolidation deals with micrographics production only. It does not deal with information storage and retrieval nor does it deal with any library associated functions.

/S/

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